Department of Accounts
Charge Card Bulletin

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Charge Card Administration

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1099 Query for 2007

The new 1099 Query for 2007 has been placed out on SAM as a Public Query in the Virginia database. The instructions on how to run the query are available by emailing a request to **cca@doa.virginia.gov.**

Agencies/Localities must follow the instructions in order to pull the data correctly. Also, if you have any Gold cards, please refer to the slide related to Gold cards in the instructions.

DOA's Charge Card Administration (CCA) Team has worked effortlessly on ensuring that the results provided from the query have Tax ID's available. There are currently a handful of vendors which do not have Tax ID's but we are committed to getting the data prior to January 2008. Also, CCA performs weekly analysis of the 1099 data to ensure vendors are classified correctly and if a vendor has missing information we try and obtain that information.

The 1099 Query can be run by any Program Administrator or staff that has access to SAM for reports and queries in the Virginia database. If you have a staff member who needs access, please use the SAM User ID Request form which is located on our website below:

http://www.doa.virginia.gov/Payroll/Forms/Charge_Card/Charge_Card_Forms_Main.cfm

NetApps - Reminder

Please ensure that all applications entered into NetApps are done following the NetApps User Guide we provided. If you need a copy of the Guide, please email **cca@doa.virginia.gov.**

We are seeing a number of cards automatically decline due to improper completion of the request form. Please make sure all applications have your (the PA's) email address in both the cardholder email address line and the manager email address. Failure to follow the instructions provided will lead to a systematic decline as approval cannot be completed within 3 days.

DGS/DP&S Procurement Forum

The Department of General Services, Division of Purchases and Supply's Annual Procurement Forum is fast approaching. It is being held in Hampton this year from on October 29 through 31.

As in years past, the CCA and GE team will be there. On Tuesday, October 30th, Ron Schmitt from GE will be presenting a session (held twice) on Identity Theft. Everyone is HIGHLY encouraged to attend. Ron has extensive knowledge in this area which can be applied to both your professional and personal lives. The CCA Team will also hold a session on Tuesday to cover items that all PA's should be aware of to help their program sail smoothly along.

The CCA and GE Team will also have a booth at the Vendor Expo so stop by if you dare!

PA Responsibility

This is a reminder that per CAPP Topic 20355 and 20360 all Program Administrator's are responsible for monitoring agency card transactions in order to detect possible policy non compliance in a timely manner. As part of this review information requests of cardholders and/or supervisors should be performed to inquire as to the nature of such usage - official state business or personal.

SAM offers the ability to save and schedule reports and queries for your convenience. SAM can also send you a reminder email when the scheduled report or query is complete.

To find out more about how to utilize SAM for monitoring, we have Monthly SAM refresher training online the 1st Wednesday of each month at 10a.m. We also hold monthly PA calls at 10 a.m. on the 2nd Wednesday of each month, and you can always contact the CCA Team for assistance at **cca@doa.virginia.gov.**